



**BOE/CO
Friday Packet
March 24, 2023**

Upcoming Meeting Dates

3-24-2023 Superintendent Memo re: BoF Meeting

3-24-2023 Superintendent Memo re: Math Academy Update

3-24-2023 Superintendent Memo re: CSDE Training Video

3-23-2023 Available Open Choice Seat Memo from Dr. Parrish

3-28-2023 Policy Committee Agenda

3-7-2023 Policy Committee Minutes



Upcoming Board of Education Meeting Dates **2023**

March 28	5:00 PM	Policy Committee Superintendent Conference Room 501 Kings Hwy East
April 5	5:00 PM	Finance Committee Superintendent Conference Room 501 Kings Hwy East
April 17	5:00 PM	Policy Committee Superintendent Conference Room 501 Kings Hwy East
April 19	2:30 PM	Facilities Committee Superintendent Conference Room 501 Kings Hwy East
April 25	7:30 PM	Regular Meeting CO Board Room 501 Kings Hwy East
May 2	5:00 PM	Policy Committee Superintendent Conference Room 501 Kings Hwy East
May 3	5:00 PM	Finance Committee Superintendent Conference Room 501 Kings Hwy East

Town Budget Meetings:

BoF Budget Call-Back: Monday March 27, 2023 7:30 pm

BoF Budget Vote: Thursday, March 30, 2023 7:30 pm

BoE Presentation to RTM: April 4, 2023, 7:00 pm

- RTM Budget Vote: Monday, May 1, 2023 8:00 pm



**FAIRFIELD
PUBLIC SCHOOLS**

Michael J. Testani
Superintendent of Schools

S u p e r i n t e n d e n t M e m o r a n d u m

To: Board of Education
From: Michael J. Testani
Date: March 24, 2023
Re: BOF Meeting

I am writing to inform the Board that we have been asked to attend the BOF budget hearing on Monday evening. The chairperson informed us on Thursday afternoon that a question came up about the use of the \$350,000 FEMA reimbursement funds. Based on the Board of Finance's Fairfield Public School budget discussion at their recent meeting and the First Selectwoman's remarks on the Fairfield town budget. There seems to be some confusion on the part of some members of the Board of Finance as to the origin of the funds and how the money may or may not be used.

I anticipate that I will be asked how I would recommend the Board of Education use the FEMA funds and how it could impact the 2023-24 operating budget. I first must stress again the fact that these are one-time funds which should not be used on any reoccurring spending items. My recommendation would be using these one-time funds on facility upgrades across the district. Considering continued incidents across the country, it would be imperative that included in the spending would be upgrades and improvements to our school security equipment. We must remain diligent in using the newest technology to ensure the safety and security of our students and staff.



S u p e r i n t e n d e n t M e m o r a n d u m

To: Board of Education
From: Michael J. Testani
Date: March 24, 2023
Re: Math Academy Update

I would like to give everyone an update on the planning for the accelerated math program, Math Academy, for the students currently in Grade 4.

We met on January 30, 2023, with families of the students currently in Grade 4 who are enrolled in Grade 5 math. We had a very robust discussion about options for next year and answered all questions from parents and listened their thoughts on the possibilities. After the meeting, we sent out a survey asking parents to give us their preference on the two options discussed at the meeting. One being that students would remain at their school and receive instruction in small group by a staff member. The other is having the students start their day earlier and take the class in a larger group at the middle school. We also asked if they would require transportation to the middle school if that was the option and decided that it would be provided at no cost.

We met for the second time this week with the families to discuss the results of the survey and answer any more questions parents had. There were some parents who did not attend the first meeting. The results showed that most families preferred students receiving their math instruction at the middle school rather than remaining at their elementary school. The main reason we heard from parents was that students would have more peers to work with at a centrally located school compared to their home school.

One of the challenges that I raised is that Holland Hill students in the program have a similar start time to the middle school. We talked how having one class located at Holland Hill will remove any missed class time those students may encounter by starting their day at a middle school. The discussion went well, and parents appreciated the time that has been spent discussing the process with them. We informed them that a decision would be made by April Break, and we would begin preparing for the new school year. They appreciated the time to also get their children ready as well.

Currently, we are recommending that we have 2 classes next year to provide the 6th grade instruction to this group of 5th grade students. One class will be taught at Holland Hill, and one will be taught at RLMS. We will have almost an even distribution of students at both locations. We will now look to identify the staff that will teach the classes and notify the families. The transportation department will arrange busing during their route planning for 2023-24.



S u p e r i n t e n d e n t M e m o r a n d u m

To: Board of Education
From: Michael J. Testani
Date: March 24, 2023
Re: CSDE Training Video

The following information has been shared with the District Leadership Team. The Board may want to look at the training video.

The following information has been shared by The Connecticut State Department of Education (CSDE). The CSDE in consultation with the State Education Resource Center (SERC) is pleased to provide you with the diversity video training module relating to implicit bias and anti-bias in the hiring of educators. Legislation passed by the Connecticut General Assembly requires that the diversity training module be provided to all school district personnel responsible for hiring teachers to examine the pervasive role that implicit bias plays in discriminatory hiring practices and in the disproportionate distribution of teachers of color in the educator workforce.

The intent of the video is to assist schools in building an understanding of the core tensions educators experience when engaging in racial equity work and to examine existing beliefs, policies, procedures, and practices in the hiring process that contribute to racial inequities.

The video will cover topics from equity vs. equality, the importance of educator diversity, factors that influence equity, implicit bias, CSDE resources available to you, and more. By providing context and opportunities for self-reflection, this training module is intended to facilitate conversation around these important topics and will serve as an excellent resource to share with hiring staff personnel.

The training video can be found on the CSDE website [here](#).

While Connecticut has met the State Board of Education's goal of hiring 10 percent of educators of color, more needs to be done to ensure that the racial, ethnic, cultural, and linguistic diversity of the educator workforce reflects the diversity of all students in our state. Please take some time to view the training video as you begin to hire staff for the 2023-24 school year.



MEMORANDUM

To: Mr. Michael J. Testani, Superintendent
Board of Education Members

From: Dr. Zakia Parrish, Deputy Superintendent

Date: March 23, 2023

Re: Available Open Choice Seats for 2023-24SY

There are eight available seats in the Open Choice Program for the 2023-2024 school year, bringing the total number of seats to 100, which was the Board approved maximum allocation. The seats will be vacated by five students who will graduate at the end of the 2022-2023 school year and three students who withdrew from FPS during the school year. The available seats will be distributed amongst four of the elementary schools:

- Burr: two seats in grade 1
- Dwight: two seats in grade 1
- Jennings: two seats in grade 1
- North Stratfield: two seats in grade 1

Available seats were distributed based on the current number of students in the grade and pairing of students in the program together in the same school.

School Level	New	Current	Total
Elementary	8	35	43
Middle		30	30
High		27	27
Graduating in 2023		5	
Total for 22-23SY			97
Total for 23-24SY	8	92	100

Elementary Enrollment
2023 - 2024 Projected Enrollment w/ Available Open Choice Seats

Class size: K-2 cap 23. McKinley cap 21
3-5 cap 25. McKinley cap 23
March 23, 2023

2023 - 2024 Projection										2023 - 2024 Open Choice Seats Existing								2023 - 2024 Open Choice Seats New								2023 - 2024 Adjusted Enrollment									
Burr	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	Avg.	Total # Sections			
	19	18	22	17	20	20						2	2						2					19	20	22	17	20	20						
	19	19	22	18	21	21																	19	19	22	18	21	21							
	20	19	23	18	21	21																	20	19	23	18	21	21							
	58	56	67	53	62	62	358	19.9	18	0	0	2	2	0	0	4	0	2	0	0	0	0	2	58	58	67	53	62	62	360	20.0	18			
Dwight	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	Avg.	Total # Sections			
	17	16	19	22	22	20						2	2						2					17	18	19	22	22	20						
	18	17	19	23	23	20																	18	17	19	23	23	20							
	35	33	38	45	45	40	236	19.7	12	0	0	2	2	0	0	4	0	2	0	0	0	0	2	35	35	38	45	45	40	238	19.8	12			
	At class size threshold								1								At class size threshold								1										
Holland Hill	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	Avg.	Total # Sections			
	20	22	20	19	22	19																	20	22	20	19	22	19							
	20	23	21	19	22	19																	20	23	21	19	22	20							
	20	23	21	19	22	20																	20	23	21	19	22	20							
	60	68	62	57	66	58	371	20.6	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	68	62	57	66	59	372	20.7	18			
1 student below class size threshold																1 student below class size threshold																			
Jennings	K	1	2	3	4	5	Total	Avg.	Total # Sections	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	K	1	2	3	4	5	Total	Avg.	Total # Sections			
			15		18																					15		18							
	21	19	16	21	18	21						2	2						2					21	21	16	21	18	21						
	22	20	16	22	18	21																	22	20	16	22	18	21							
	43	39	47	43	54	42	268	19.1	14	0	0	2	2	0	0	4	0	2	0	0	0	0	2	43	41	47	43	54	42	270	19.3	14			
1 student above class size threshold																1 student above class size threshold																			

Elementary Enrollment
2023 - 2024 Projected Enrollment w/ Available Open Choice Seats

Class size: K-2 cap 23. McKinley cap 21
3-5 cap 25. McKinley cap 23
March 23, 2023

McKinley							Total #		Sections									Sections							Total #		Sections
	K	1	2	3	4	5	Total	Avg.		K	1	2	3	4	5	Total			K	1	2	3	4	5	Total	Avg.	
						18																		18			
	17	18	18	21	18	18														17	18	18	21	18	18		
	17	18	18	21	18	19														17	18	18	21	18	19		
	18	19	18	21	18	19														18	19	18	21	18	19		
	18	19	18	22	19	19														18	19	18	22	19	19		
	70	74	72	85	73	93	467	18.7	25	0	0	0	0	0	0	0			70	74	72	85	73	93	467	18.7	25
	1 student above class size threshold																		1 student above class size threshold								
Mill Hill							Total #		Sections									Sections							Total #		Sections
	K	1	2	3	4	5	Total	Avg.		K	1	2	3	4	5	Total			K	1	2	3	4	5	Total	Avg.	
			20																					20			
	20	21	20	23	20	24								2	2					20	21	20	23	20	24		
	20	21	21	24	20	25														20	21	21	24	20	25		
	20	21	21	24	20	25														20	21	21	24	20	25		
	60	63	82	71	60	74	410	21.6	19	0	0	0	0	2	2	4			60	63	82	71	60	74	410	21.6	19
	1 student below class size threshold																		1 student below class size threshold								
North Stratfield							Total #		Sections									Sections							Total #		Sections
	K	1	2	3	4	5	Total	Avg.		K	1	2	3	4	5	Total			K	1	2	3	4	5	Total	Avg.	
			21																					21			
	21	20	21	23	24	21								1						21	21	21	23	24	21		
	21	20	21	24	24	21														21	21	21	24	24	21		
	22	21	22	24	24	21														22	21	22	24	24	21		
	64	61	85	71	72	63	416	21.9	19	0	0	0	3	1	0	4			64	63	85	71	72	63	418	22.0	19
Osborn Hill							Total #		Sections									Sections							Total #		Sections
	K	1	2	3	4	5	Total	Avg.		K	1	2	3	4	5	Total			K	1	2	3	4	5	Total	Avg.	
			19																					19			
		20	19																		20	19					
	23	20	19	23	23	22							2	1						23	20	19	23	23	22		
	23	21	19	23	24	22														23	21	19	23	24	22		
	23	21	19	23	24	22														23	21	19	23	24	22		
	69	82	95	69	71	66	452	21.5	21	0	0	0	2	1	0	3			69	82	95	69	71	66	452	21.5	21
	At class size threshold																		At class size threshold								

Elementary Enrollment
2023 - 2024 Projected Enrollment w/ Available Open Choice Seats

Class size: K-2 cap 23. McKinley cap 21
3-5 cap 25. McKinley cap 23
March 23, 2023

Riverfield								Total #										Total #										Total #		
	K	1	2	3	4	5	Total	Avg.	Sections		K	1	2	3	4	5	Total	Avg.	Sections		K	1	2	3	4	5	Total	Avg.	Sections	
			20																											
	20	21	21		20	22								2								20	21	21		20	22			
	20	22	21	25	20	23																20	22	21	25	20	23			
	21	22	21	25	20	23																21	22	21	25	20	23			
	61	65	83	50	60	68	387	21.5	18		0	0	0	0	2	0	2				0	0	0	0	0	0	0	0		
	At class size threshold								1												At class size threshold								1	
									19																				19	
Sherman								Total #										Total #										Total #		
	K	1	2	3	4	5	Total	Avg.	Sections		K	1	2	3	4	5	Total	Avg.	Sections		K	1	2	3	4	5	Total	Avg.	Sections	
				19																										
	21	22	19	19	23	21							2			4						21	22	19	19	23	21			
	22	22	20	19	23	21																22	22	20	19	23	21			
	22	22	20	20	23	22																22	22	20	20	23	22			
	65	66	59	77	69	64	400	21.1	19		0	0	2	0	0	4	6				0	0	0	0	0	0	0	0		
Stratfield								Total #										Total #										Total #		
	K	1	2	3	4	5	Total	Avg.	Sections		K	1	2	3	4	5	Total	Avg.	Sections		K	1	2	3	4	5	Total	Avg.	Sections	
	19	18	18	19	21	19								4								19	18	18	19	21	19			
	19	18	19	19	21	19																19	18	19	19	21	19			
	19	18	19	20	21	20																19	18	19	20	21	20			
	57	54	56	58	63	58	346	19.2	18		0	0	0	4	0	0	4				0	0	0	0	0	0	0	0		
Students	###	661	746	679	695	688	4,111																							
							Total number of sections		201									35										8		
									</																					



FAIRFIELD PUBLIC SCHOOLS

Policy Committee Meeting

Tuesday, March 28, 2023

5:00 PM

501 Kings Highway East
Superintendent's Conference Room

To listen via your phone, call 408-418-9388,
and use Meeting Access code: 234 885 17136

Agenda

- I. Call to Order
- II. Approval of March 7, 2023 meeting minutes
- III. Policy
 - a. 3280.1 - Booster Clubs
 - b. 4118.6-4218.6 - Cell Phone Use
 - c. 3000 - Policy
 - d. 6148 – FAFSA Completion
 - e. 6140 – Curriculum
 - f. 6163.33 – Service Animals/Therapy Dogs
 - g. 6010 – Instruction – General
- IV. Future Items
 - a. Purchasing Policy
 - b. Grading Policy
 - c. Homework Policy

- d. Distance Learning Policy - 6999
- e. Student Calendar
- f. Administering Medication Policy – 5141.213
- g. Community Use of School Facilities Policy – 3515
- h. Homeless Student Policy – 5118.1

V. Open Discussion/Public Comment

VI. Adjournment

Future Meetings: April 17th, May 2nd, May 23rd, May 30th, June 5th, June 20th, August 29th, September 5th, September 18th, October 3rd, October 16th, November 28th, December 5th.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.



FAIRFIELD PUBLIC SCHOOLS

Policy Committee Meeting Minutes

Tuesday, March 7, 2023

5:00 PM

501 Kings Highway East
Superintendent's Conference Room

In attendance:

Ms. Jennifer Maxon-Kennelly, Ms. Carol Guernsey, Mr. Jonathan Goodison (left at 5:24pm), Dr. Zakia Parrish, Ms. Courtney LeBoriosis (arrived at 5:14pm), Dr. James Zavodjancik (arrived 5:19pm), Ms. Kristen Hardiman

Absent: Ms. Jennifer Jacobsen

Call to Order – Ms. Jennifer Maxon-Kennelly called meeting to order at 5:00pm.

Approval of February 7, 2023 Policy Committee meeting minutes – Approved by 2-0 vote.

Policy:

6142.101 School Wellness

Mr. Goodison introduced himself as Chair of the Wellness Committee. Mr. Goodison stated the recommended changes to this policy are the result of our triennial assessment. Mr. Goodison explained the assessment revealed some federal requirements that needed to be added to our current policy in order to be in compliance with the law.

After discussion and grammatical edits, this policy was approved with changes by 2-0 vote. This policy will be presented to the Board on March 14th for a “first read”.

6161 Textbooks

Ms. Maxon-Kennelly asked Dr. Zavodjancik to clarify the title of this policy since it is misleading. Ms. Maxon-Kennelly suggested adding punctuation to the title. Dr. Zavodjancik stated he will look into the wording of the title of the policy.

Ms. Guernsey questioned the language of “primary learning materials” in this policy. After discussion, the committee agreed to leave this language in the policy.

Ms. Guernsey recommended adding the language “hardcopy or” before the word “paperback books” in the sentence on the first page of the policy, third paragraph from the bottom of the page.

Ms. Maxon-Kennelly recommended adding “independent reading” to the supplemental resources list on the bottom of the first page of the policy.

Ms. Maxon-Kennelly asked Dr. Zavodjancik for the definition of “ancillary” in this policy. Dr. Zavodjancik explained the word “ancillary” means “in addition to” and gave the example of a book which supplements the approved curriculum.

In Appendix B of the administrative regulations, Ms. Guernsey questioned the language “Library Program” in the first question. Ms. Guernsey recommended that language be removed from the regulations.

Policy was approved with changes by 2-0 vote. This policy will be presented to the Board on March 14th for a “first read”.

3280 Gifts, Grants, And Bequests

Ms. Guernsey and Ms. Maxon-Kennelly recommended the second sentence of the second to last paragraph be stricken. The committee recommended adding a sentence to this paragraph to read “The appropriate administrator will notify the donor of the intended use of the gift.”

Policy was approved with changes by 2-0 vote.

1324 School-Sponsored Fundraising

Ms. Guernsey questioned item “e”, under Section I, regarding the requirement of an administrator’s approval. Dr. Parrish stated this item is necessary for the policy so that the principal is aware of the school-sponsored fundraising. Dr. Parrish also explained in her previous role as a school administrator she was always aware of the school-sponsored fundraising involving her school. Ms. Guernsey stated she was concerned about slowing down the fundraising process by needing an administrator’s approval. Ms. LeBoriosis agreed with Dr. Parrish that requiring an administrator’s approval is necessary since the funds received will funnel through the school’s student activity account.

Ms. Jacobsen reviewed this policy beforehand and sent her comments to the Chair. Ms. Jacobsen expressed concern with the last two sentences under Section II. Ms. Jacobsen recommended striking those sentences. Ms. Maxon-Kennelly and Ms. Guernsey agreed with Ms. Jacobsen to strike the last two sentences in Section II. Ms. Maxon-Kennelly and Ms. Guernsey recommended the last sentence in Section II should read, “Proper cash management procedures must be followed as outlined in the administrative regulations.”

Policy was approved with changes by 2-0 vote.

Open Discussion/Public Comment – There was no public comment.

Ms. Guernsey asked Dr. Zavodjancik for an update on the Grading policy for the next meeting. Ms. Guernsey requested concrete examples of what the district is doing, what is working or not working, etc.

Adjournment – Ms. Maxon-Kennelly adjourned the meeting at 7:19pm.